



State of Wisconsin • DEPARTMENT OF REVENUE

PROCESSING & CUSTOMER SERVICE DIVISION • 2135 RIMROCK ROAD • MADISON, WISCONSIN • (608) 266-2776

SUBSTITUTE WAGE STATEMENT

EMPLOYEE COMPLAINT

INSTRUCTIONS

1. **CONTACT** your employer and attempt to obtain a correct Wage and Tax Statement (Form W-2).
2. **COMPLETE** this form in as much detail as possible. If this form is not complete it may be returned to you.
3. **ATTACH** copies of all check stubs from this employer and any other information you have regarding your wage payments.
4. **ATTACH** one copy of this form AND the supporting documents to your Wisconsin income tax return. Remember to file your income tax return on time.
5. **KEEP** one copy of this form and the supporting documents for your records.

INFORMATION ABOUT YOU, THE EMPLOYEE	INFORMATION ABOUT YOUR EMPLOYER
NAME	NAME
ADDRESS	ADDRESS
TELEPHONE () -	TELEPHONE () -
SOCIAL SECURITY NUMBER - -	OWNER'S NAME
	WISCONSIN EMPLOYER ID# (if known)
	FEDERAL EMPLOYER ID# (if known)

QUESTIONS

1. Period worked for employer during the tax year from ____ / ____ / ____ to ____ / ____ / ____
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2. Where did you work? _____
3. Wages paid by ☐ cash ☐ company check ☐ personal check
4. Pay Period ☐ daily ☐ weekly ☐ biweekly ☐ semimonthly ☐ monthly
5. What was your rate of pay? _____
6. How many withholding exemptions did you claim? _____
7. What kind of work did you do? _____
8. Did you have a contract with this employer? ☐ no ☐ yes If yes, attach copy.
9. Did this employer have other employees? ☐ no ☐ yes If yes, how many? _____
10. What attempts have you made to obtain a wage statement from this employer? _____

SCHEDULE Provide the information requested below for each payment you received from the employer named above. Attach additional pages if necessary.

DATE OF PAYMENT	GROSS WAGES	FEDERAL TAX WITHHELD	F.I.C.A TAX WITHHELD	STATE TAX WITHHELD
Totals				

I hereby declare that the amount of wages shown above is not less than the gross wages paid to me by the above named employer, and that the amount shown as income tax withheld is not more than the amount actually withheld to the best of my knowledge and belief.

SIGNATURE OF EMPLOYEE	DATE
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